

**DEPARTMENT OF GENERAL SERVICES
BARGAINING UNIT 15
POST AND BID
REASSIGNMENT/TRANSFER REQUEST FORM**

| | | | | | |
|--------------------------------------------------|-------|------|---------------------------------------|----------------------------------------|------------|
| CURRENT CLASSIFICATION: | | | | POSITION NUMBER: 308- -2011- | |
| EMPLOYEE NAME: (PLEASE PRINT) | FIRST | M.I. | LAST | OFFICE/BRANCH NAME | |
| PRESENT WORK LOCATION (ADDRESS/CITY/ZIP CODE) | | | | WORK TELEPHONE NUMBER () - | |
| PRESENT WORK WEEK START AND END DAYS ARE: | START | END | PRESENT SHIFT HOURS BEGIN AND END: | SHIFT BEGINS | SHIFT ENDS |
| | TO | | | TO | |
| CURRENT SUPERVISOR IS: | | | | SUPERVISOR'S TELEPHONE NUMBER () - | |

Pursuant to the provisions of the July 02, 2013 through July 01, 2016 SEIU/LOCAL 1000 UNIT 15 MOU, I hereby request that I be considered for the vacant position as referenced below.

| | | | |
|---------------------------------------------------|--------------------------------------------------|-----------------------------------------|--------------------------------------|
| RPA Number: 11767-FMD | Post & Bid File By Date on JOB: 07/20/16 | City Location of Position Sacramento | Position Number: 308-207-2011-931 |
| Working Days of Position Monday through Friday | Working Hours of Position: 5:00 PM to 1:30 AM | Classification: CUSTODIAN | |

I certify that I am currently a **full-time permanent** employee having successfully passed my probationary period in the classification above with the Department of General Services.

I understand that the bidder with the most continuous permanent full-time statewide seniority in the class (regardless of department) will be offered the position. If I am the most senior bidder and am offered the position, I have a maximum of three (3) work days to accept or reject the job offer unless a longer period is agreed to by the hiring supervisor.

EMPLOYEE SIGNATURE

DATE

This bid form must be submitted to **Ben Ruedger**, OBM I at Facilities Management Division Region IV – EEC, 1616 Capitol Ave. Suite 74-149, Sacramento, CA 95814 and received by 07/20/16, which is the Post & Bid File By date.

Hiring Office: Please forward all bid forms Rebecca Moran **after** the Post & Bid File By date for seniority calculations.

| FOR PERSONNEL USE ONLY | | | | | |
|------------------------|--|---------------------------|--|--------------------|--|
| TENURE/TIME BASE | | APPOINTMENT DATE | | SENIORITY (MONTHS) | |
| SSN | | SENIORITY VERIFIED BY: | | DATE VERIFIED: | |